



Sugar River United Methodist Church

Facility Use Policy

Facility Use Purpose

It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We want these properties and facilities to experience maximum use for the greatest service according to the mission of Sugar River United Methodist Church.

Facility Use Priorities

- **First Priority Activities:** Sugar River UMC sponsored activities, planned by the church and its members, primarily for the congregation or outreach.
- **Second Priority Activities:** Private events hosted or sponsored by Sugar River UMC members in compliance with established guidelines.
- **Third Priority Activities:** Other churches' and Christian organization's Christian activities planned by and for the participants of other Christian churches or organizations.
- **Fourth Priority Activities:** Community service activities involving no specific Christian affiliation, that further the community outreach mission, and are in compliance with established guidelines.

Facility Use Guidelines

All requests for facility use must be submitted to the church office on a Request for Use of Facilities form before final approval. (First Priority Activities may use the Request for Use of Facilities short form or on-line form) The applicant must be 21 years old and present during usage. The application will be reviewed by the designated church staff member, in consultation with the Building Manager and Board of Trustees when appropriate. The date on which the form is received will establish the priority of the request when there is more than one request for the same space at the same time. Forms are available in the church office or by downloading from our web site: www.sugarriverumc.org

Permission to use the facilities does not constitute endorsement of a group's policies or beliefs by Sugar River United Methodist.

Smoking, alcohol, gambling, weapons and pets (other than working dogs) are prohibited

No profit making businesses or enterprises are allowed

There must be a supervising adult 21 years or older from the user group present at all times.

Use of the kitchen facility requires a complete cleanup. All food items must be removed and the trash taken out to the trash area. Please note that the kitchen is limited to a small microwave oven, a coffee maker, and limited refrigerator space. A small sink for cleanup is also available. Use of crock pots or similar cooking devices is permitted with prior approval.

In no case shall the sound and lighting system be operated by anyone other than Authorized personnel. If audio/visual support is needed, it must be requested on the Facility Use Request Form and coordinated with the Board of Trustees and the Media Ministry Team. Media support will be provided at a cost of \$25.00 per hour payable to the media technician.

All groups must vacate the building by 10:30 p.m. unless prior approval has been applied for and granted.

If any decorations are used, they shall not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.

If the nursery room is utilized, a qualified attendant must be present at all times.

No furnishings may be moved from other parts of the facility. If you need the facility set up in any configuration other than the current set up, it must be specified on the request form and coordinated with/approved by the building manager.

The loaning of equipment (chairs, tables, tablecloths, coffee pots, etc.) must be approved by the building manager and checked out by an appointed staff member or a designated responsible church member.

The facility must be left in an orderly condition.

Upon leaving, all tables and chairs must be returned to their proper location, all lights must be turned off, and the doors secured.

All incidents of damage must be reported to the Church Office Manager. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.

Suggested Donations for use of facility by Second, Third and Fourth priority activities

Sanctuary area:	\$25.00
Fellowship Hall	\$25.00
Conference Room	\$ 5.00